



**Learning Programme
Winter 2009 – Spring 2010**



Leading learning and skills



COMMUNITY VOLUNTARY SERVICES TENDRING NEIGHBOURHOOD FUND LEARNING PROJECT

Training Schedule December 2009 – June 2010

QUALITY TRAINING FOR YOU

We are offering **FREE TRAINING** to people seeking employment and those who have not had any recent training, (subject to eligibility) and **DISCOUNTED TRAINING** for many others.

LIMITED PLACES AVAILABLE If you are interested in any of the courses below then please book your place **TODAY** Contact details below.

Please contact us to find out whether you are eligible to attend this course **FREE OF CHARGE**. If you are not eligible for free training, full day courses cost **£30**, half day cost **£15**.

Title and Description	Date	Time	Venue
FIRST AID (EMERGENCY) To provide participants with a knowledge of emergency procedures and basic first aid skills and to attain a recognised qualification in First Aid.	Monday 30th November	9.30am – 4.00pm	CVST Rosemary Road Clacton
MANUAL HANDLING Lift safely. Learn techniques required to transport or support a load by hand or bodily force	Tuesday 8th December	9.30am – 12.30pm	CVST Rosemary Road Clacton
FOOD SAFETY CIEH Level 2 Award in Food Safety designed to address the food safety needs of anyone working where food is prepared, cooked and handled.	Monday 14th December	9.30am – 4.30pm	CVST Rosemary Road Clacton
BUILDING CONFIDENCE THROUGH YOGA Increase confidence and reduce stress by knowing your body better. Learn to reduce feelings of anxiety through yoga. Self esteem and self confidence is increased and the general level of background stress is reduced.	Friday 22nd January	9.30am – 12.30pm	CVST Rosemary Road Clacton

For more information or to book – Contact Richard, Lindy or Lisa at CVS Tendring, Rosemary Road, Clacton

T: 01255 425692

E: richard.perkins@tendringcvs.org.uk

Title and Description	Date	Time	Venue
BUILDING CONFIDENCE THROUGH MEDITATION Use meditation to help you manage your life control anger and increase confidence.	Tuesday 9th February	9.30am - 12.30pm	CVST Rosemary Road Clacton
INTRODUCTION TO IT An introduction to the desktop screen, mouse skills, MS Word, MS Paint and the Internet.	Monday 1st March	12.30pm - 4.30pm	CVST Rosemary Road Clacton
Health and Safety CIEH Level 2 Award in Health & Safety in the Workplace	Tuesday 2nd March	9.30am - 4.30pm	CVST Rosemary Road Clacton
CULTIVATING CONFIDENCE This session gives participants the skills required to raise their own self confidence.	Wednesday 3rd March	1.00pm - 4.00pm	CVST Rosemary Road Clacton
MONEY MATTERS TO ME An introduction to managing your money. Identifying the issues, organising paperwork and making a spending plan.	Thursday 4th March	9.30am - 12.30pm	CVST Rosemary Road Clacton
FIRST AID (EMERGENCY) To provide participants with a knowledge of emergency procedures and basic first aid skills and to attain a recognised qualification in First Aid.	Monday 8th March	9.30am - 4.00pm	CVST Rosemary Road Clacton
COOKING WITH CONFIDENCE Discover recipes to make the mouth water, create a delicious dish, taste the food, go home inspired.	Wednesday 10th March	10.00am - 1.00pm	Ashlyns House 83 Fourth Ave. Frinton
INTERVIEW SKILLS Tips and hints for meeting the challenge of being interviewed this session will help you overcome nerves and be more positive and assertive.	Friday 12th March	9.30am - 3.30pm	CVST Rosemary Road Clacton
USING THE INTERNET Learn how to use search engines, web addresses, bookmarking. Save and print web pages and images. Familiarity with the use of the keyboard and mouse is necessary.	Monday 15th March	12.30pm - 4.30pm	CVST Rosemary Road Clacton

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Title and Description	Date	Time	Venue
<p>DESK TOP PUBLISHING Use Publisher software to produce documents such as; leaflets posters newsletters cards advertisements. Participants must be competent in the use of keyboard and mouse.</p>	Monday 22nd March	12.30pm – 4.30pm	CVST Rosemary Road Clacton
<p>SPEAKING WITH CONFIDENCE Communicate your point of view effectively in public, during social interactions and on a one to one basis.</p>	Wednesday 24th March	1.00pm – 4.00pm	CVST Rosemary Road Clacton
<p>FOOD SAFETY CIEH Level 2 Award in Food Safety designed to address the food safety needs of anyone working where food is prepared, cooked and handled.</p>	Thursday 8th April	9.30am – 4.30pm	CVST Rosemary Road Clacton
<p>FIRST AID (EMERGENCY) To provide participants with a knowledge of emergency procedures and basic first aid skills and to attain a recognised qualification in First Aid.</p>	Monday 12th April	9.30am – 4.00pm	CVST Rosemary Road Clacton
<p>TEAM WORKING & MOTIVATION The key to success at work. Understand the dynamics of a team and how to improve motivation and performance</p>	16th April	9.30am – 3.30pm	CVST Rosemary Road Clacton
<p>WORKPLACE WRITING SKILLS Improve your written communication skills in the workplace, tips and hints for writing memos, reports, emails and minutes</p>	Monday 19th April	9.30am – 12.30pm	CVST Rosemary Road Clacton
<p>GETTING BACK IN CONTROL This session aims to give participants the skills required to recognise and learn to deal with anger issues with themselves or with other people.</p>	Thursday 22nd April	9.30am – 12.30pm	CVST Rosemary Road, Clacton
<p>INTRODUCTION TO EXCEL Manage your budget. An introduction to basic calculations and formatting and the creation of graphs and charts. Participants should be familiar with keyboard and mouse.</p>	Monday 26th April	12.30pm – 4.30pm	CVST Rosemary Road Clacton

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<p>MAKING BETTER CHOICES Gain the skills required to be assertive in making life choices.</p>	<p>Thursday 29th April</p>	<p>9.30am – 12.30pm</p>	<p>CVST Rosemary Road Clacton</p>
<p>PRESENTATION SKILLS Improve skills and learn tips and hints to help manage nerves and utilise skills for delivering better presentations.</p>	<p>Friday 7th May</p>	<p>9.30am – 3.30pm</p>	<p>CVST Rosemary Road Clacton</p>
<p>CONFIDENT COMMUNICATION Getting your thoughts across in writing. Strategies and rules to make your writing more effective and help improve spelling.</p>	<p>Monday 10th May</p>	<p>9.30am – 12.30 pm</p>	<p>CVST Rosemary Road Clacton</p>
<p>EFFECTIVE VOLUNTEERING Learn how to build on your skills and be a volunteer in your community.</p>	<p>Friday 14th May</p>	<p>9.30am- 12.30pm</p>	<p>CVST Rosemary Road Clacton</p>
<p>INTRODUCTION TO POWERPOINT Create your own presentation. Formatting text, inserting images, applying design templates, transitions. Participants should be familiar with the keyboard and mouse.</p>	<p>Monday 17th May</p>	<p>12.30pm – 4.30pm</p>	<p>CVST Rosemary Road Clacton</p>
<p>INTRODUCTION TO CONSTRUCTION (ELECTRICAL WORK) Learn about the industry and improve basic skills.</p>	<p>Wednesday 2nd June</p>	<p>1.30am – 4.30pm</p>	<p>Colchester Institute Church Road Clacton</p>
<p>INTRODUCTION TO CONSTRUCTION (PLUMBING) Learn about the industry and improve basic skills.</p>	<p>Wednesday 9th June</p>	<p>1.30pm – 4.30pm</p>	<p>Colchester Institute Church Road Clacton</p>

Community Voluntary Services Tendring

Imperial House

Rosemary Road

Clacton on Sea

Essex CO15 1NZ

Tel: 01255 425 692

information@tendringcvs.org.uk

www.tendringcvs.org.uk

Company Registration No: 5325167

Registered Charity No: 1108177